



STATE OF DELAWARE
DEPARTMENT OF NATURAL RESOURCES &
ENVIRONMENTAL CONTROL
DIVISION OF WATER RESOURCES
89 KINGS HIGHWAY
DOVER, DELAWARE 19901

2009 ON-SITE LICENSE RENEWAL INSTRUCTIONS

- ❖ **STEP 1 – LICENSE VERIFICATION**
 - a. Check **Yes** to renew all License Types (License Types are shown on same line as License #).
 - b. Check **No** to drop one or more License Types and sign on line provided.
- ❖ **STEP 2 – LICENSEE INFORMATION** ~ review and make corrections if necessary.
- ❖ **STEP 3 – COMPANY INFORMATION** ~ review and make corrections if necessary.
- ❖ **STEP 4 – CONTINUED EDUCATION INFORMATION**
 - a. Verify CET Balance Due on the attached CONTINUING EDUCATION TRAINING (CET) SUMMARY REPORT.
 - b. If you have completed training that does not appear on the CET summary report, attach the Training Certificate to the Renewal Application.
 - c. If you are registered to attend training in the months of November and December, mail in the Renewal Application and the applicable license fee prior to November 30th; you may fax/mail the Training Certificate once you receive it (fax = 302-739-7764).
- ❖ **STEP 5 – LICENSEE FEE**
 - a. Cash and check (payable to DNREC) payments only (cash accepted in Dover office only).
 - b. One check may be submitted for multiple licenses.
 - c. One check may be used for an entire company, to cover all licensees.
 - d. Non-refundable License renewal fee of \$40.00 *per* license.
- ❖ Sign and date the form.
- ❖ **For Class C licensees only – P.E. seal required in space provided.**
- ❖ Mail the following items to the address below: (1) Renewal Application , (2) Continued Education Information (if applicable) and (3) License Fee to:

DNREC – GWDS
Attn: On-Site Licensing Coordinator
89 Kings Highway
Dover, DE 19901

(302) 739-9948
(302) 739-7764 Fax